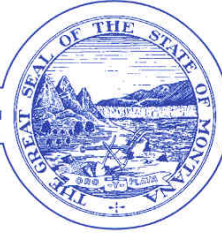


DEPARTMENT OF ADMINISTRATION  
ARCHITECTURE & ENGINEERING DIVISION



BRIAN SCHWEITZER, GOVERNOR

1520 EAST SIXTH AVENUE

STATE OF MONTANA

(406) 444-3104

PO BOX 200103  
HELENA, MONTANA 59620-0103

August 22, 2006

**To: Montana K-12 Public School Superintendents**

**Re: K-12 Facility Condition Assessments, Phase 1**

Hello, my name is Tom O'Connell and I am the Administrator of the Architecture & Engineering Division of the Montana Department of Administration. I am writing this letter to School Superintendents to request your assistance in a very worthwhile project that has come under my division's charge.

During the December 2005 Special Session the Legislature appropriated funds to the State of Montana Department of Administration to conduct a Facility Condition Assessment of K-12 Public School facilities. The Architecture & Engineering Division of the Department of Administration is tasked with implementing this project and we have chosen to carry out this project in two phases: Phase 1 to be completed this summer and Phase 2 to be completed in FY 2008..

Phase 1 will consist of a brief web-based survey to be completed by each school district by September 15. The survey will ask you to provide basic information on the school buildings in your district. This information will be compiled and used as baseline data for the development of the Scope of Services for Phase 2, to be completed in FY2008.

The Phase 2 will be significantly more comprehensive and will include further basic research, site visits, maintenance staff interviews, physical inspections, documentation, evaluation, etc. – the full scope of services to be developed in conjunction with the Legislative Finance Committee and other stakeholders after the completion of Phase 1.

**How to start the Phase 1 Survey:**

A website has been developed for you to access and complete the Phase 1 survey. You will find instructions, contacts, and FAQ's to help you answer the survey questions by going directly to this webpage <http://www.mtk12survey.com> or by visiting OPI's School Facilities web page at <http://www.opi.mt.gov/facilities>. In order to ensure that only one person in each district begins the process this web-survey is designed to initiate with each school district superintendent logging

onto the survey website and following the instructions to designate a person who will be responsible for completing the survey. All subsequent reminders, notifications, and questions will be directed towards the person designated to complete the survey, with a copy sent to the district superintendent.

We estimate this survey will take a day or less to research and complete for the average school district. For your convenience, a blank survey form can be printed in advance and used to collect data prior to on-screen entry. In addition, the online screen can be partially completed, automatically saved, and completed at a different time. Assistance with questions about the survey and suggestions about where to find readily available information about your buildings will be provided by the contacts listed on the survey website or on OPI's School Facilities webpage.

### **What is the Deadline?**

#### **Your district's response must be received by September 15, 2006.**

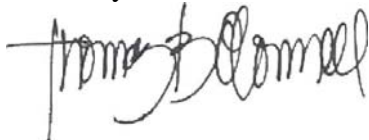
For this project to be successful your survey responses must be returned by September 15, 2006. Make any delegation of responsibilities to complete this survey immediately, to provide your delegate with adequate time to respond.

After September 15 we will compile all Phase 1 information, follow-up on missing or apparently-erroneous data, and develop summary reports. The Architect and Engineering Division will provide an executive summary to the interim Legislative Finance Committee during their October 12-13, 2006 meeting.

The Governor's Office and Montana Legislature have given us the opportunity to help them learn more about the condition of Montana's K-12 public school facilities. Please help us use this opportunity wisely and efficiently by completing the survey carefully and submitting the best answers you can find to ensure that this early phase of the project has the most accurate data possible.

If you have any questions about this project please feel free to contact my Project Manager, Joe Triem, at [jtriem@mt.gov](mailto:jtriem@mt.gov) (406-444-3327).

Sincerely,

A handwritten signature in dark ink, appearing to read "Thomas B. O'Connell". The signature is fluid and cursive, with the first name "Thomas" being the most prominent.

THOMAS B. O'CONNELL, Administrator  
Architecture & Engineering Division